



**International Boundary and Water Commission
United States and Mexico
United States Section**

JOB OPPORTUNITY ANNOUNCEMENT

Position: Supply Clerk, GG-2005-4 (OA)

Announcement Number: 07-03

Salary Range: \$25,797 – 33,532

Issue Date: 1/26/07

Closing Date: 2/22/07

Area of Consideration: All U.S. citizens
may apply)

(refer to Section 3 below regarding who

Section 1. POSITION BACKGROUND

Organization: Upper Rio Grande Projects
American Dam

Location: El Paso, Texas

FLSA: Included

Position Potential: GG-5

Full Time: Yes

Bargaining Unit: Included

Type of Appointment: Permanent

Position Duties. The incumbent serves as supply clerk for the Upper Rio Grande Projects. Provides supply support duties such as, but not limited to, the following: performs supply receipt, storage, control, inventory and issue functions; participates in the annual property inventory; makes micro purchases; prepares a variety of forms and documents; performs office automation functions; performs warehouse and property accountability duties; receives requisition forms and determines appropriate method of purchase; compiles and calculates data of repair shop activities; and operates a government vehicle to perform messenger duties and make purchases. Performs other duties as assigned.

Physical Effort: The work is primarily sedentary with some walking standing and bending. Frequently lifts and carries objects weighing up to 50 pounds. Heavier items are lifted with assistance of others or by using equipment such as forklifts, carts, hand trucks, dollies, etc.

Working Conditions: The incumbent works in an office that has adequate lighting, heating, and ventilation. Incumbent works outdoors performing inventory duties and may be exposed to drafts, changing temperatures, dirt, dust, grease, solvents, paint fumes, noise, heights, slippery surfaces, and open waterways. Subject to abrasions, cuts, bruises, strains, broken bones, insect bites, and other injuries. Follows established safety procedures and practices to avoid injury and possible hazards in the work area. When required, uses protective clothing and safety gear (e.g. safety shoes, goggles, face shields, hearing protection, gloves, etc.)

Note: The occasional use of a self-contained breathing apparatus (SCBA) or face fitted respirator may be required following a medical examination to determine any limitations in complying with the requirement.

Section 2. AGENCY INFORMATION

The USIBWC. The United States Section of the International Boundary and Water Commission United States and Mexico (USIBWC), is an international agency categorized as an independent bilateral organization within the federal government. There are various field offices located along the boundary with the headquarters office in El Paso, Texas. The USIBWC is responsible for providing environmentally-sensitive, timely and fiscally-responsible boundary and water issues along the United States and Mexico border region while sustaining an atmosphere of binational cooperation and by being responsive to public concerns. You can obtain detailed information about the USIBWC by visiting our website: <http://www.ibwc.state.gov>.

Section 3. WHO MAY APPLY

All United States citizens.

Section 4. QUALIFICATION REQUIREMENTS

Evaluation of Qualifications. If you meet basic eligibility requirements, your application will be subject to further evaluation to determine the degree that you possess the necessary knowledge, skills, abilities, and other characteristics needed to perform the duties of the position.

Experience and Education Requirements:

GG-4: One year of General Experience, or two years of education above high school.

General Experience – progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position.

Applicants must submit a copy of their college transcript(s) or a list of college courses that includes hours and grades.

Evaluation Factors:

You are **required** to respond to the evaluation factors listed below. On separate sheets of paper, **(A)** fully describe your experience in working with the element; **(B)** describe where and how you obtained your education/training in the element; and **(C)** describe the most complex issues with which you have dealt.

1. Knowledge of computer software to perform basic office automation and inventory functions such as entering data to a database, retrieving and storing files, receiving and transmitting electronic mail, and using the internet. (i.e. Microsoft Word, Spreadsheets, Database, etc.)
2. Knowledge of spelling, capitalization, punctuation, established formats, and English grammar commonly used in an office environment.
3. Knowledge of established filing procedures to establish, maintain, and dispose of office files and records.
4. Skill to type at least 40 words per minute.

5. Ability to drive safely to perform messenger duties, and pick up materials and supplies.
6. Skill in operating a forklift to move, load or unload materials and supplies.

Section 5. APPLICATION PROCEDURES

General Application Information. It is your responsibility to ensure the accuracy and completeness of your application. An incomplete application or one that is not completed in accordance with instructions found in this JOA will subject you to being found ineligible. It is the practice of the Human Resources Office not to contact an applicant for further information, documentation, or required materials. Do not submit letters of recommendation, training records, position descriptions, copies of awards, etc., unless they relate directly to the job for which applying. An individual concerned in examining an applicant for, or to a position in the agency may not receive or consider a recommendation of the applicant by a Senator or Representative, except as to the character or residence of the applicant. All material that you submit in response to this JOA will become part of the Promotion and Internal Placement Program files and will not be returned; therefore, be sure to make copies of your application material before submission. The USIBWC does not maintain an applicant supply file. The use of government property, the USIBWC internal mail distribution, or government franked envelopes to apply for a federal position is prohibited and subject to fines as prescribed by law.

Obtaining application forms. You may obtain forms needed to apply under this JOA by downloading them from the USIBWC's website at: <http://www.usibwc.state.gov> or by calling the Human Resources Office at 1-800-262-8857 ext. 4727 or 915-832-4727 to have the forms mailed or faxed to you. Due to heightened security measures, you should not request application forms in person at a USIBWC facility.

Submitting application forms. It is highly recommended that you mail your application to the following address:

USIBWC
Human Resources Office
4171 North Mesa, Building C, Suite 100
El Paso, Texas 79902

If mailed, your application must be postmarked by the closing date noted in this JOA. Applications submitted "online" (through the internet) or faxed are not accepted. Due to heightened security measures, the hand-delivery of applications to the USIBWC is discouraged. If hand-delivered, you must do the following: place the application in a sealed envelope; address the envelope to the USIBWC Human Resources Office annotating the date and time on the upper right hand corner; and leave the envelope with the security officer on duty. Neither the security officer nor the USIBWC will assume responsibility for misplaced or misdirected hand-delivered applications. A hand-delivered application must be received by the close of business.

Required Forms and Documents. You must submit all of the following forms and documents in order to be found eligible for consideration under this JOA:

1. Optional Form 612, Optional Application for Federal Employment; OR any other format such as a resume with the specific information required by Optional Form 510, Applying for a Federal Job.
2. You must self-certify you have a valid drivers license. This may be accomplished in Section E-Other Qualifications of the Optional Application for Federal Employment - OF 612; or with a simple statement that you have a valid drivers license.

3. You must respond to the evaluation factors.
4. A **copy** of your college transcript(s) or a list of college courses that include hours and grades.
5. Optional Form 306, Declaration for Federal Employment;
6. SF 181 - Ethnicity and Race Identification. The SF 181 is an optional form used for equal opportunity data collection and analysis throughout the federal government. Upon receiving your application package, the Human Resources Office staff will detach the SF181 from the application package and forward it directly to the Equal Employment Opportunity Office. The form thus will not be used in the application evaluation process.
7. If you are a Veteran eligible, you must submit the following.
 - a. Form DD-214 (member-4) with proof of active military service, dates of service, and condition of discharge; and
 - b. If applicable, Standard form 15, Application for 10-point Veteran Preference with the required documentation.

For information on Veterans' preference, please refer to the Vetsinfo Guide at <http://www.opm.gov/veterans/html/vetsinfo.asp> .

Section 6. BASIS FOR RATING

The information you provide in your response to the evaluation factors will be heavily relied upon in the rating process.

Section 7. GENERAL INFORMATION FOR POTENTIAL CANDIDATES

Position Potential. If you are selected and the position is filled below the full performance level, you may be promoted without further competition until the full performance level is reached. Promotion is neither automatic nor guaranteed. Promotion will be based upon your supervisor's certification of your demonstrated ability to perform the duties of the higher graded position in a fully successful manner, as well as you meeting all other requirements for promotion. If there are intervening situations affecting the classification of the position between the time of advertisement and the time that promotion(s) may be due, the advertised promotion potential is void.

Appointment: This is an excepted service position. An interchange agreement between USIBWC and the United States Office Personnel Management permits employees of USIBWC who do not have tenure in the competitive civil service to move between the USIBWC's excepted service positions and other agencies' competitive service positions on a noncompetitive basis.

Conditions of Employment. If you are selected for the position, you must meet all of the following conditions of employment (failure to do so will result in termination of your employment):

1. An official college transcript(s) must be submitted upon appointment to the position.

2. A pre-employment physical examination (at your expense is required).
3. Salary payments will be made by Electronic Funds Transfer (EFT), known as Direct Deposit.
4. A background check will occur once you have accepted the position. If, at any time during your employment, you are found to have knowingly provided incorrect information with the intention of defrauding or misleading the agency to gain employment, your employment with the agency will be terminated.

Relocation Expenses. Relocation expenses will not be paid by the U.S. Section.

Equal Opportunity Employer. The USIBWC is an Equal Opportunity Employer. Selection of a candidate shall be based on merit, potential, and job-related criteria and without discrimination because of race, color, religion, national origin, marital status, sex, age, non-disqualifying physical handicap, labor organization affiliation or non-affiliation, personal favoritism, sexual orientation, political affiliation, or any other non-merit factors.

Assistance. You may obtain additional information and assistance by contacting the Human Resources Office at 1-800-262-8857 ext. 4727 or 915-832-4727.

www.ibwc.state.gov
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